

**UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF FLORIDA**

In re

EXEMPTION FROM FEES FOR
ELECTRONIC ACCESS TO COURT
DATA

Administrative Order
FLMB-2005-1____

**ADMINISTRATIVE ORDER EXEMPTING ACTIVE STATE COURT JUDGES
AND CLERKS OF COURT FROM PAYMENT OF THE FEE FOR ELECTRONIC
ACCESS TO COURT DATA**

This matter came before the Court to consider waiving payment of the prescribed fee for electronic access to court data maintained on the PACER ("Public Access to Court Electronic Records") system. PACER is an electronic public access service that allows users to obtain case and docket information from the bankruptcy court and to view the pleadings directly. A fee is prescribed for electronic access to court data.

The Court may exempt persons or classes of persons from the fee if the exemption is necessary in order to avoid unreasonable burdens and to promote public access to information. This Order is entered to exempt certain Florida State Court Judges and Florida Clerks of Court from the payment of the fees, in order to promote important public access to information on bankruptcy filings. Waiver of the fee for active State Court Judges and their Clerks will allow those Judges and Clerks access to the status of bankruptcy cases so they may determine if cases pending before them in the State Court are affected. Judicial integrity and efficiency of both the State Court and the Bankruptcy Court will be enhanced by providing this access for State Court Judges and Clerks.

The Judges and Clerks who are exempt from PACER fees under this order include all active Florida State Court Judges who hold court and all active Florida Clerks of Court in the following Florida counties:

Jacksonville Division: Baker, Bradford, Citrus, Clay, Columbia, Duval, Flagler, Hamilton, Marion, Nassau, Putnam, St. Johns, Sumter, Suwannee, Union, and Volusia;

Orlando Division: Brevard, Lake, Orange, Osceola, and Seminole;

Tampa Division: Hardee, Hernando, Hillsborough, Manatee, Pasco, Pinellas, Polk, and Sarasota; and

Fort Myers Division: Charlotte, Collier, De Soto, Glades, Hendry, and Lee
(the "Exempt Judges and Clerks").

Accordingly, it is

ORDERED:

1. The Exempt Judges and Clerks are exempted from the requirement to pay fees for electronic access to the court data in the United States Bankruptcy Court for the Middle District of Florida.
2. To gain access to the PACER system of this Court, an Exempt Judge or Clerk must contact the Chief Deputy of this Court at telephone number 813-301-5175.
3. Further, to help Exempt Judges and Clerks, attached to this order is a short summary of how to access and use the PACER system.

DONE AND ORDERED in Tampa, Florida, this 9th day of February, 2005.

BY THE COURT



Paul M. Glenn
Chief United States Bankruptcy Judge

What is PACER?

Public Access to Court Electronic Records (PACER) is an electronic public access service that allows users to obtain case and docket information from Federal Appellate, District and Bankruptcy courts. A PACER login and password are required to access this information from the court's electronic public access programs including CM/ECF. PACER is a service of the United States Judiciary and is run by the Administrative Office of the United States Courts.

How to obtain a PACER login and password

Contact the Chief Deputy of this Court at 813-301-5175, to receive instructions on how to obtain a login & password. Once you receive your login & password, you can obtain case and docket information from the Court's electronic public access program (CM/ECF). If you need to obtain case or docket information from another federal court, you will need to contact that court and request an exemption or you will be charged if you access their electronic public access program.

How to access the United States Bankruptcy Court's CM/ECF

Access the court's CM/ECF system through the court's internet website (www.flmb.uscourts.gov), or through the PACER website (www.pacer.psc.uscourts.gov).

When accessing through the court's website, use the following instructions:

Click on the **CM/ECF Login** link at the left side of the screen on the homepage.

The **ECF/Pacer Login** screen will display.

Enter your **PACER login and password** then Click **Login** to continue

The Court's CM/E CF screen will appear with a menu bar at the top

The menu bar contains the following: **Query, Reports, and Logout**

You may use **Query** to search by case number, person's name, or social security number

You may use **Reports** to search for a case docket report (if you know the case number)

Logout is used to exit the system.

When accessing CM/ECF through the PACER website, use the following instructions

Click on the **Links to PACER Web Sites** on the left side of the screen on the homepage.

The **Pacer Web Links** screen will display

Click on the link for **Florida Middle Bankruptcy Court – ECF**

The Court's **CM/E CF** screen will display

Click on the hyperlink: **Middle District of Florida – Document Filing System**

The **ECF/Pacer Login** screen will display.

Enter your **PACER login and password** and then click **Login** to continue

The Court's CM/E CF screen will appear with a menu bar at the top

Helpful information

Case number format: 1:99-bk-12345 (office:year-type-case no.).

Office: 3 = Jacksonville; 6 = Orlando; 8 = Tampa; 9 = Fort Myers.

Type: bk = Bankruptcy; ap = Adversary; mp = Miscellaneous Matters.